

FRANKLIN COUNTY  
DEPT of JOB and FAMILY SERVICES  
80 E. Fulton Street  
Columbus, Ohio 43215

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Accounting Manager 1/Fiscal Administrator (Non-Bargaining) **PCN:** 100470

**DEPARTMENT:** Finance Department **P. R.:** N17

**RESPONSIBILITIES:** Directly supervises the Accounts Payable and Accounting and Reporting unit managers. Responsible for preparing, reviewing and monitoring the Agency financial management reports and all required state reports. Responsible for all cash management and related activities. Direct all accounting and reporting activities for state reporting and is fiscal agent for all Agency grants. Work with the Finance Director and other Directors to identify opportunities to reallocate financial resources to respond to the agency's changing service requirements.

Ensure compliance with all applicable Federal, State and County regulations and procedures. Act as Assistant to the Deputy Director for the day-to-day operations of the Finance Department; and person in charge in the absence of the Deputy Director.

Involved in strategic planning activities for the Agency. Exhibit the ability to work under strict time constraints. Assist with research and other related duties that may be assigned. Oversee the development and implementation of fiscal management and accounting procedures.

**MINIMUM QUALIFICATIONS:** Completion of undergraduate major core coursework in accounting and 18 months experience as accountant, 6 months of which must have been in capacity of supervisor, or 42 months experience in accounting, 6 months of which had to be in supervisory capacity, or completion of graduate coursework in accounting and 6 months experience as accountant; or equivalent. **Prefer:** Master's Degree in accounting, finance, economics or related field. 3-5 years of financial statement preparation and analysis and 3 years supervisory experience.

**SCREENING CRITERIA:**

Experience with supervising.  
Experience in financial statement preparation or reporting.  
Experience in budget preparation or analysis.

**STARTING SALARY:** \$26.58 per hour/120 day probationary period.

**DATE POSTED:** Monday, July 31, 2006

**DEADLINE TO APPLY:** Friday, August 11, 2006 at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 S. High St., 25<sup>th</sup> Fl., Columbus, Ohio 43215.

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